

NOTICE AND CUTTING REPORT GUIDE

This guide is to be used in preparing the Timber Sale Notice and Cutting Report (Forms 2460-1 and 2460-1A). Self-explanatory items have been omitted. The guide is presented in four parts (A-Notice, B-Notice, Partial/Final Cutting Report).

Use Form 2460-1B if more than six species/products are included on the sale.

A Notice (White Portion)
Request for Approval to Sell

State/Cty

Item Region/Basin Use standard two (2) letter abbreviations.

| | |
|---------------|---------------|
| Region: | Abbreviation: |
| Northeast | NE |
| Northern | NO |
| South Central | SC |
| Southeast | SE |
| West Central | WC |

| | |
|---------------------------------|---------------|
| Basin: | Abbreviation: |
| Black, Buffalo-Trempealeau | BT |
| Central Wisconsin | CW |
| Grant-Platte, Sugar, Pecatonica | GP |
| Illinois Fox | IF |
| La Crosse-Bad Axe | LB |
| Lake Michigan | MI |
| Lake Superior | LS |
| Lakeshore | LK |
| Lower Chippewa | LC |
| Lower Fox | LF |
| Lower Rock | LR |
| Lower Wisconsin | LW |
| Milwaukee | MW |
| Mississippi-Lower St. Croix | ML |
| Root-Pike | RP |
| Sheboygan | SH |
| St. Croix | ST |
| Upper Chippewa | UC |
| Upper Fox | UF |
| Upper Green Bay | UG |
| Upper Rock | UR |
| Upper Wisconsin | UW |
| Wolf River | WL |

Property Code The four digit numeric code assigned for each property. Refer to the Public Forest Lands Handbook, Appendix D, for appropriate property code. If no property code is listed in the Handbook, contact the Bureau of Forestry Data Coordinator, Madison.

County County name within which the sale is located.

Tract Number The number assigned to established sale starting with number 1 and running consecutively by calendar year. Example: 1-01, 2-01, 1-05, etc.

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Type of Sale

(Check one appropriate box)

Regular - Commercial harvest, including thinnings.

Salvage - Timber with reduced value due to wind, fire or insect damaged stumpage. Sanitation cuts should be included also if values are reduced.

Cut products sales - Sales in which the product has been severed from the stump. Appraised prices are normally higher than base stumpage prices.

Fuelwood - Sales specifically established to provide fuelwood as an energy source.

Trespass - Payment received for cutting undesignated trees.

Other - Include right-of-way easements, road clearing, etc. Specify the type of "other" sale in the space provided.

2.

Stand Number

Record the stand number under the appropriate compartment number as shown in the compartment recon file. The alpha prefixes also should be listed. Example: A-P-26.

3 & 4.

Primary and Secondary Type

Record present stand conditions. If there is a discrepancy with the forest reconnaissance (recon) printout, update the recon stand examination data sheet (Form 2400-26).

5.

Acres Proposed by Stand

Record the acreage proposed for cut in each stand. If a stand is split by a sale, update the recon and create a new stand for the remaining acreage.

6.

Acres Cut by Stand

Record the actual acreage cut by stand.

7.

Scheduled Cut Year

Record the year each stand is to be harvested according to the scheduled cut year for that stand in Program 12 of the recon printout. Justify any early or late cutting in the narrative (Form 2460-1A or item 15A).

9.

Site Index

Record the site index for the primary species. Not required on uneven aged types.

9a.

Habitat Classification

Required for each stand on all timber sales. See the Public Forest Lands Handbook, Chapter 110, for type codes.

10.

Management Objective

Natural Type Maintenance:

A Type will regenerate naturally after cutting

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Natural Type Conversion:

- B To spruce-fir (natural or previously planted)
- C To white pine (natural or previously planted)
- D To red pine (natural or previously planted)
- E To jack pine (natural or previously planted)
- F To northern hardwoods after cutting or treatment
- G To other forest or non-forest species (remarks needed)

Forced Type Maintenance:

- H Type must be regenerated by seeding, planting, site preparation, prescribed burning, etc. (forest or non-forest species)

Forced Type Conversion:

- J To spruce or fir after cutting or treatment
- K To white pine after cutting or treatment
- L To red pine after cutting or treatment
- M To jack pine after cutting or treatment
- N To northern hardwood after treatment
- O To oak after treatment
- P To other forest or non-forest species after treatment (remarks required)

10a.

Harvest Type

Code: Treatment:

- 1 Clearcut entire area or clearcut in strips or blocks: less than 10 square feet residual basal area remaining after harvest.
- 2 Selection harvest under uneven-aged management includes canopy gaps and group method.
- 3 Seed tree harvest.
- 4 Shelterwood harvest, usually 50 square feet or greater of basal area will remain after harvest, subsequent to overstory removal.
- 5 Clearcut with reserves, individual leave trees scattered across sale: 10-30 square feet residual basal area.
- 6 Intermediate thin - harvest scattered mature or over mature trees.
- 7 Intermediate thin - improvement harvest.
- 8 Intermediate thin - Salvage or sanitation harvest.

11.

Pre-Sale Stocking

Record the present stocking based on cruise and field examination data.

12.

Residual Stocking

Anticipated stocking after cutting.

13.

Proposed Cut Areas

Enter the total acres being harvested by even-aged and uneven-aged/thinning cut on the proposed sale. The total for Item 13 should equal the sum of the acres proposed by stand in Item 5.

Leave islands within a sale area are not counted as part of the harvest acreage.

If an island is being harvested differently than the surrounding area, then the acreage must be counted by the type of harvest occurring within the island and recorded as a different stand.

15.

Timber Sale Notice Narrative, Form 2460-1A: Should address the following items:

A. General Sale Description (including management goals and objectives).

1. Physical location - As it relates to: county, town, village, property, lakes, rivers, roads, etc.
2. Stand objective/goal in context to the landscape objective.
3. Size.
4. General forest cover type of stand and area.
5. Habitat types - Common name and pertinent information. How is the objective influenced by the habitat type. Natural succession paths available.
6. Soils - General description (sand, clay, wet, dry, nutrient poor).
7. Topography - if it is relevant.

B. Ecological Considerations

1. Management history.
2. Silvicultural systems - Clearcut, thinning, shelterwood, etc.
3. Regeneration plans (natural, planting, seeding).
4. Insect and disease concerns.
5. Harvesting restrictions and why - Summer logging for scarification; shortwood skidding only, to protect the regeneration or residual; winter logging due to wet conditions or deeryard, etc.
6. Landscape context for property.
7. Endangered, threatened or rare wildlife or plants which are present, and what special considerations are needed to protect/enhance the species/habitat. Natural Heritage Inventory (NHI) should be checked and results noted.
8. Land forms.
9. Endangered, threatened or rare communities.

C. Water Quality Considerations

1. Identify any lakes, streams, or wetlands that could be affected.
2. Describe how BMPs will be implemented and by whom; who's responsible for permits if needed?

3. Road layout - Who does it and how are roads closed (if applicable) following sale?

D. Aesthetics Considerations

Describe what aesthetic management techniques are used (leave trees, slash treatment, no-cut areas, time of year restrictions, etc.).

E. Wildlife Considerations - Describe any considerations for recreational values, including:

1. Special habitat management areas (deeryards, eagle nesting, etc.).
2. Retention of specific species/trees for: dens, mast production, cover, nesting, etc.

F. Recreation Considerations

Any special management for: trails, campgrounds, seasonal use, etc.

G. Resources of Special Concern Considerations

1. Special management areas - Lake or road zones, scenic, wild lake, etc.
2. Archeological/Historical sites. New road construction requires an archeological/historical review. An archeological/historical review is required on all Department lands before a sale can take place. Contact the regional office for information and site maps. Can also check the intradepartmental website at <http://intranet.dnr.state.wi.us/int/mb/codes/MC181010.pdf> and <http://intranet.dnr.state.wi.us/int/at/af/facil/arch/archmap.htm>

16.

Species Code

Enter the appropriate species code:

| <u>Species</u> | <u>Code</u> | <u>Species</u> | <u>Code</u> |
|----------------|-------------|-----------------|-------------|
| Aspen | A | Misc. Hardwoods | MX |
| Ash | AS | Oak | |
| Basswood | BA | Other | OO |
| Beech | BE | Red | OR |
| Birch | | White | OW |
| | White | BW Pine | |
| Yellow | BY | Jack | PJ |
| Cedar (White) | C | Red | PR |
| Cherry | CH | White | PW |
| Elm | E | Spruce | S |
| Fir (Balsam) | F | Tamarack | T |
| Hemlock | H | Walnut | W |
| Hickory | HI | | |
| Maple | | | |
| Sugar | MH | | |
| Other | MO | | |

17.

Product Code

Enter appropriate product codes:

| <u>Product</u> | <u>Code</u> |
|---|-------------|
| Logs (M board feet, Scribner Decimal C) | 10 |
| Cordwood (128 cf) | 20 |
| Fuelwood (128 cf) | 23 |
| Chips (Cord equivalent) | 25 |
| Poles and Posts (Pieces) | |
| 7 - 8 feet | 31 |
| 10 - 12 feet | 32 |
| 14 - 16 feet | 33 |
| 18 - 20 feet | 34 |
| 21 - 30 feet | 35 |
| 31 - 40 feet | 36 |
| 41 - 50 feet | 37 |
| 51 - 60 feet | 38 |
| 61 - 70 feet | 39 |
| Christmas Trees (Pieces) | 40 |

Appraisal

18. through 24.

All timber must be appraised before sale based on production and market factors. Production and market factors for cordwood and sawlogs are listed on page 32-8. These factors consider production and transportation costs along with quantity and quality.

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The timber on each tract is compared to the average timber on the specific property. A total appraisal factor of 1.0 represents average timber.

Each species and product will be appraised separately.

The stumpage appraisal factors are to be personalized to each property for proper application. Short crooked trees may be average for one property and wet sites average for another. Each forester must determine what stand and site characteristics are average for the property in applying market and production factors properly.

A frequent mistake made in factoring is attempting to drastically change the base stumpage rate (Chapter 40) through factoring to match current market conditions. This is normally improper since factoring is used to reflect conditions of logging in the field, rather than the market price.

The annual determination of new base stumpage rates, which are subject to field review, is the proper time to adjust base stumpage rates to market conditions rather than through factoring. If base stumpage rates are not appropriate for short term use, adjustments to base stumpages rates may be approved by the regional director (Chapter 40).

24. The total of lines 18 through 23.
25. The base stumpage rate will be obtained from the table provided for each county or forest (see Chapter 41).
26. The total appraisal factor (item 24) multiplied by the base stumpage rate (item 25) will give the appraised value/unit (line 26).
30. The total appraised value (line 30) is the appraised value/unit (line 26) multiplied by the amount of product in line 27, 28 or 29. The appraised value/unit (item 26) and total appraised value (item 30) should be the actual amount to the nearest \$0.01.
31. The appraised value/unit may be reduced by up to 15% to allow room for bidding and indicated in the left column (line 31) "Reduced %." Reduction of the appraised value/unit is optional and left to the discretion of the forester and may only be applied to advertised sales. The appraised base stumpage rate is a minimum value. Upward adjustments especially for direct sales are not precluded and often desirable.
- The advertised value/unit is determined by multiplying the appraised value/unit (line 26) by .100 minus percent reduced; i.e., a 15% reduction = $.100 - .15 = .85$ x line 26 = line 31. The advertised value/unit (item 31) may be rounded; see page 43-1 for instructions. The total advertised value (item 32) should be the actual amount to the nearest \$0.01.

Sale Reappraisal

When the appraisal is more than two years old, stumpage appraisal values must be re-evaluated before timber is sold. Reappraisal is also necessary whenever any of the original appraisal factors change, such as timber volume, quality, accessibility, etc.

When a reappraisal is required, old figures can be lined out and new figures written in for the new appraisal. If a reappraisal requires major changes it may be necessary to prepare a new Form 2460-1.

If the reappraisal changes the appraised value, it must be resubmitted for approval prior to sale.

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Cordwood Factors

| CATEGORY | ITEMS TO CONSIDER (BUT NOT LIMITED TO) | PROPERTY STANDINGS | | | | |
|---------------------------------------|---|--------------------|------|------|------|-------|
| | | POOR | FAIR | AVG. | GOOD | EXCL. |
| 18. FELLING AND BUCKING | Topography, seasonal restrictions, volume per acre, tree diameter, sticks per tree, tree distribution, rockiness, brushiness, limbiness, slash control, cultural treatment | .06 | .12 | .25 | .37 | .44 |
| 19. SKIDDING | Topography, care of residual stand, volume per acre, wetness, rockiness, tree distribution, brushiness, seasonal restrictions, sale design, equipment restriction, skidding distance | .04 | .09 | .17 | .26 | .30 |
| 20. ROAD CONST. AND MAINTENANCE | Length of road, wetness, topography, BMPs, landing and road closure, streams and drainages, rockiness, soil type, cost per cord, sale design, sale timing, road and landing construction requirements | .04 | .08 | .15 | .23 | .26 |
| 21. HAULING | Length and quality of main and secondary road, wetness, roughness, topography, seasonal restrictions | .05 | .10 | .20 | .30 | .35 |
| 22. MARKETABILITY | Species salability, market stability, seasonal marketability, volume to market | .03 | .06 | .12 | .18 | .21 |
| 23. QUALITY | Amount of defect, salvage, percentage of bolts and sawlogs, knots, crook | .03 | .05 | .11 | .16 | .19 |
| TOTAL | | .25 | .50 | 1.00 | 1.50 | 1.75 |

Sawlog Factors

| CATEGORY | ITEMS TO CONSIDER (BUT NOT LIMITED TO) | PROPERTY STANDINGS | | | | |
|-------------------------------|--|--------------------|------|------|------|-------|
| | | POOR | FAIR | AVG. | GOOD | EXCL. |
| 18. FELLING AND BUCKING | Topography, seasonal restrictions, merchantable length, tree diameter cull, brushiness, rockiness, slash control, cultural treatment, limbiness, volume per acre | .03 | .06 | .12 | .18 | .21 |
| 19. SKIDDING | Topography, care of residual stand, volume per acre, wetness, rockiness, tree distribution, brushiness, seasonal restrictions, sale design, equipment restrictions, skidding distance. | .03 | .06 | .12 | .18 | .21 |

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| | | | | | | |
|---------------------------------------|--|-----|-----|------|------|------|
| 20. ROAD CONST. AND MAINTENANCE | Length of road, wetness, topography BMPs, landing and road closure, streams and drainages, rockiness, soil type, cost per M, sale design, sale timing, road and landing construction requirements | .01 | .03 | .06 | .09 | .11 |
| 21. HAULING | Length and quality of main and secondary road, wetness, roughness, topography, seasonal restrictions | .03 | .05 | .10 | .15 | .17 |
| 22. MARKETABILITY | Species salability, market stability, volume to market, log diameter, seasonal marketability | .03 | .05 | .10 | .15 | .17 |
| 23. QUALITY | Percentage of high grade logs, knots, crook, salvage | .12 | .25 | .50 | .75 | .88 |
| TOTAL | | .25 | .50 | 1.00 | 1.50 | 1.75 |

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31. Advertised Value/Unit

Indicate the % reduced (0 to 15%). The minimum advertised value/unit may be rounded to the nearest \$.10 per cord or to the nearest \$1.00 per MBF (Chapter 40).

State/
County

Item

B Notice (Gray Portion)
Notification of Sale

Sale Number

Assigned in continuous consecutive order when the timber sale is sold.

Sale Type

Check the one that applies.

County Special
Use Lands

Check only if lands are entered as County Forest special use lands (s. 28.11(4)(c), Wis. Stats.).

State Only

Contract Ending
Date

Provide contract ending date, mandatory for state timber sales.

State Only

Bond Expiration
Date

Provide the timber sale bond expiration date, mandatory for state timber sales.

33a.

Sold Value/Unit

Report the original sold unit sale price by species and product on line (a).

All values must be converted to standard cord equivalents for reporting purposes (see page 12-1 for weight conversion factors).

34.

Total Sold Value

Total sold value = volume x sold value/unit.

County

Item

Partial Cutting Report (Blue Portion)

35. & 36.

Partial Reported Volume and Value (Required under s. 28.11(6)(b)(4), Wis. Stats.)

Within two years of filing the B-Notice, report the volumes and values removed from the sale area.

In a case where no cutting has been done, a partial report indicating zero volume should be submitted. No other partial report should be filed before submitting the final report.

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| State/ County | <u>Final Report Volumes and Values</u> (Blue Portion) |
|------------------|--|
| | <p><u>Number of Permits Issued</u> Record the number of miscellaneous permits issued for such items as fuelwood, Christmas trees, etc.</p> <p><u>Sale Status</u> C - Completed according to contract. I - Sale closed out but not completed according to contract.</p> <p>14. Record actual harvest area in whole acres.</p> <p>33b & 33c. <u>Sold Value/Unit</u></p> <p> If contract stumpage rate increases have occurred since filing the B-Notice, report the new sold values on lines b and c.</p> <p>37. & 38. Department Properties: Total volume and value of products removed from sale area.</p> <p> County Forest: Volume and value of products removed <u>since submitting the partial report</u>.</p> <p> The volume reported on line 37 (a) and the value on line 38 (a) should correspond with the sold value/unit, Item 33 (a). Similarly, the volume reported on line 37 (b) should correspond with the sold value/unit on Item 33 (b), etc.</p> <p> Any additional volume incurred as salvage (see page 55-1 reference to s. 26.22) may be added as an additional column on Form 2460-1. Addition of acreage to an existing contract is not permitted and a separate contract should be issued.</p> <p>39. <u>Total Report Value</u></p> <p> Sum of line 38. Report only the value of the products removed. DO NOT include damage assessments. This information can be added under comments (See Chapter 85).</p> <p>40. <u>Total Sale Volume</u></p> <p> Sum of line 37. Report the total harvest volume by species and product.</p> <p> <u>Qualifying Comments</u></p> <p> Include remarks explaining over-run/under-run, exceeding 20% deviation, unusually high or low factors, whole tree chipping conversion, damages, penalties, etc.</p> <p> Over-run/under-run is calculated by scaled volume divided by cruise volume for the sale, not by individual species.</p> |

| | |
|------------------|--|
| State/ County | <p><u>Delegated Levels of Approval</u></p> <p>All A-Notices shall be approved by the land/forestry team leader or basin supervisor. Approvals are based on the data and conditions as of the date of approval.</p> <p>The county forest administrator must approve all timber sale stages on county lands (A-Notice, B-Notice,</p> |
|------------------|--|

etc.).